



UPSHUR COUNTY COMMISSIONERS COURT
GILMER, TEXAS

6-11-87

Commissioners Court met in emergency session with all members present with the exception of Judge Dean.

David Loyd stated the reason for the meeting was to discuss the request from Dr. Bianca concerning Linda Palmer. The request stated that Ms. Palmer could return to work 6-15-1987 with the condition that she do no lifting over 10 pounds and do no mopping. Mr. Loyd then read the section from the policy manual concerning extended leave for illness or temporary disability. (Copy attached.) He then stated that the commissioners felt this was not their decision but should be made by the department head, Burl Townsend. Mr. Townsend stated that as he understood the manual, the employee should be able to perform all their duties before returning to work and if this is the case he could not put her back to work until she had a different statement from the doctor.

Ms. Palmer declined to comment.

Motion by Bill Loggins seconded by Gaddis Lindsey to adjourn. Motion carried, copies attached.

This should have been stated above but was omitted: Linda Palmer recently underwent surgery.

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Frank J. ...

COUNTY JUDGE

Waldo Lindsey

COMMISSIONER PCT. # 1

Bill Liggins

COMMISSIONER PCT. # 2

David Boyd

COMMISSIONER PCT. # 3

Tommy Catlett

COMMISSIONER PCT. # 4

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Ernest J. [Signature]
COUNTY JUDGE

VOL 29

Gaddis Lindsey
COMMISSIONER PCT. # 1

Bill [Signature]
COMMISSIONER PCT. # 2

David Royd
COMMISSIONER PCT. # 3

Tommy [Signature]
COMMISSIONER PCT. # 4

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[Signature]
COUNTY JUDGE

[Signature]
COMMISSIONER PCT. # 1

[Signature]
COMMISSIONER PCT. # 2

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COMMISSIONER PCT. # 3

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COMMISSIONER PCT. # 4

DIAGNOSTIC CLINIC OF LONGVIEW, P.A.
OBSTETRICS & GYNECOLOGY

VOL 29 PG 612

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FOR Linda Palmer DATE 6/10/87
ADDRESS _____

R Mrs Palmer may return to
work on 6/15/87

Restrictions: No night lifting
above 10 lbs.

② No moping

Label Refill _____ Times _____
M.D. Joseph F. Bianca, M.D.

DISPENSE AS WRITTEN SUBSTITUTION PERMISSIBLE M.D.
THIS PRESCRIPTION WILL BE FILLED GENERALLY UNLESS PHYSICIAN SIGNS OR LINE STATING "DISPENSE AS WRITTEN"

9.07
EXTENDED LEAVE
FOR ILLNESS OR
TEMPORARY
DISABILITY
(Continued)

emergency conditions exist. Extended leave for illness or temporary disability cannot exceed six months; and the county cannot continue to pay the employee's group insurance premiums after 90 days' continuous absence from work. An employee also must provide a statement concerning his or her intentions about returning to work at the county.

Conditions. The department head may require an employee requesting a paid or unpaid leave for extended illness or temporary disability to provide a medical doctor's statement as to the date upon which the employee is no longer able to perform his or her duties and the expected length of the recuperation period. The department head may also require the employee to provide periodic statements from a medical doctor as to whether or not the employee is able to return to work. The department head may require that the employee periodically contact a supervisor to report on his or her condition. Failure to provide required medical status reports or to contact the office on the required schedule is grounds for revoking the leave and for taking disciplinary action.

Pregnancy. Pregnancy will be treated in the same manner as any other extended illness or temporary disability.

9.08
ADMINISTRATIVE
AND EMERGENCY
LEAVE

Administrative Leave. The Commissioners Court may authorize administrative leave with pay for permanent employees when warranted by unforeseen circumstances not otherwise provided for in these policies.

Emergency Leave. Emergency leave with pay may be granted to permanent employees by the department head for reasons of serious illness, accident, or death in an employee's family. For purposes of emergency leave, family includes spouse, child, parent, brother, sister, uncle, aunt, and grandparents of an employee or employee's spouse. Emergency leave is limited to no more than three days per occurrence.

9.09
USING LEAVE IN
COMBINATION

Unless an employee who is absent on sick leave requests leave without pay upon exhaustion of sick leave, he or she will automatically be placed on vacation leave status until vacation leave is exhausted.

Sick leave cannot be used for vacation purposes when vacation leave is exhausted.

With the approval of an employee's supervisor and the department head, other types of leave and holidays can be used in any combination if it is determined to be in the best interest of the county and the employee.